

Community Supervision Standards  Juvenile Justice Authority State of Kansas	<b>CHAPTER:</b>  <b>ADMINISTRATION</b>	<b>STANDARD NO.</b>  <b>CSS-01-121</b>
	<b>SUBJECT:</b>  <b>POLICY &amp; PROCEDURE MANUAL</b>	<b>PAGE:</b> 1 of 1
<b>REFERENCES:</b> None		<b>DATE ADOPTED:</b> 7/1/06 <b>DATE REVIEWED:</b>

**STANDARD:** Written policy, procedure and practice require that the Community Supervision Agency policy and procedure manuals governing the operation and maintenance of all program components and services be accessible to all staff. The manuals shall be reviewed annually and updated as needed.

**DISCUSSION:** The manuals will assist staff in successfully carrying out their assignments and are crucial to ensuring overall consistency in program policy and procedure. All staff should be thoroughly familiar with the sections concerning their job roles.

**NOTE:** The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies and their employees/contractors and juveniles under supervision. They are not intended to establish state created liberty interests for community supervision agencies or their employees/contractors, or supervised juveniles, or an independent duty owed by the Juvenile Justice Authority to community supervision agencies, or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.